



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	<b>SUBJECT</b>  Line Inspections		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b>  <i>Signature on File</i>		
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## AUTHORITY/RELATED REFERENCES

General Order 4, Appearance and Uniform Regulations  
 General Order 46, Rules of Conduct  
 General Order 66, Vehicle Assignment and Operations  
 General Order 70, Firearms/Less-lethal Firearms  
 AIU-1, Unit Structure and Responsibilities

## ACCREDITATION REFERENCES

CALEA Chapter     53  
 CFA Chapter        4

## KEY WORD INDEX

<b>Accreditation &amp; Inspection Unit Responsibilities</b> <b>Formal Line Inspection – General Procedures</b> <b>Formal Line Inspection – Handguns</b> <b>Formal Line Inspection – Shoulder Firearms</b> <b>Formal Line Inspection – Uniform/Equipment</b> <b>Formal Line Inspection – Vehicle/Equipment</b> <b>General Protocols</b> <b>Informal Line Inspection Procedures</b> <b>Line Inspection Form, Deficiencies &amp; Corrections</b>	Procedure IX Procedure III Procedure V Procedure VI Procedure IV Procedure VII Procedure I Procedure II Procedure VIII
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## POLICY

In order to ensure Department operational readiness and adherence to appearance and uniform regulations, members shall adhere to established protocols for informal and formal line inspections.

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## DEFINITIONS

**Clearing Barrel:** A device located in the rear of the check-on room used for loading and unloading a handgun to prevent damage or injury in case of an accidental discharge of the handgun.

**Deficiency:** When the condition of property or equipment is lacking some necessary quality or element, or is not in compliance with Department policy, or is otherwise not to Department standard, or when required equipment is not being carried. Also includes when a member's appearance is not in compliance with Department policy.

**Formal Line Inspection:** Documented assessment and scrutiny of sworn members' uniform, appearance, equipment, handguns and other firearms, and assigned vehicles to ensure operational readiness and compliance with Department standards.

**Informal Line Inspection:** Daily or regular assessment and examination of members' appearance, equipment, work space, and assigned vehicles to ensure operational readiness and compliance with Department standards.

**Shoulder Firearm:** A Department-issued or Department-approved rifle or Department-issued shotgun.

**Temporary Modified Duty:** A short-term work assignment that changes the member's normal job duties, enabling them to engage in work for the Department while recovering from an injury or ailment (previously referred to as light duty).

## PROCEDURES

### I. GENERAL PROTOCOLS

- A. The provisions of this general order apply to line inspections of all bureaus (and subdivisions thereof) and the Office of the Chief.
- B. Supervisors and commanders are authorized to conduct line inspections of members under their command, and shall do so in an open manner with the full knowledge and awareness of the member(s) being inspected.
- C. Members are responsible for being attentive, forthright, and cooperative during a line inspection.

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- D. A commander (lieutenant or higher rank) may direct or conduct a formal line inspection without providing prior notice.
- E. Whether or not part of a line inspection, supervisors and commanders are authorized to observe, review, and inspect any subordinate member, Department-issued/authorized property and equipment, and/or the member's work area to ensure compliance with Department policy.

### **II. INFORMAL LINE INSPECTION PROCEDURES**

- A. Informal line inspections shall be practiced at each level of command to ensure compliance with:
  - 1. General Order 4 (Appearance and Uniform Regulations), and
  - 2. The mandates of General Order 46 (Rules of Conduct) regarding maintaining Department property, equipment and facilities.
- B. Informal line inspections may occur at any time and any place, to include certain pre-event briefings (e.g., special events, directed patrols, special operations).
- C. Informal line inspections do not require the completion of a Line Inspection Form (PD 242), but may be documented as deemed appropriate by a supervisor or commander.
- D. Any deficiencies noted during an informal line inspection shall be corrected within two working days of the inspection, and the follow-up protocols are the same as for a formal line inspection (see subsection VIII D below).

### **III. FORMAL LINE INSPECTION – GENERAL PROCEDURES**

- A. Only sworn supervisors are authorized to conduct formal line inspections, and such inspections are usually conducted by the first line supervisor.
- B. Bureau lieutenants are encouraged to be present during formal line inspections.
- C. Supervisors shall conduct formal line inspections of each member under their command quarterly, by the 20<sup>th</sup> day of the months of March, June, September, and December.

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1. When a member is not present for the inspection, the supervisor is responsible for inspecting the member as soon as practical.
  2. Members on a Temporary Modified Duty assignment are not required to participate in a formal line inspection.
- D. Supervisors are responsible for ensuring each formal line inspection addresses the items listed on the PD 242 (both issued and authorized), to ensure:
1. Compliance with General Order 4 (Appearance and Uniform Regulations),
  2. Compliance with the mandates of General Order 46 (Rules of Conduct) regarding maintaining Department property, equipment and facilities, and
  3. Expiration dates are not exceeded (on OC Spray, Conducted Energy Weapon, ballistic vest, gas mask filters, driver license).

### **IV. FORMAL LINE INSPECTION – UNIFORM APPEARANCE/EQUIPMENT**

- A. The supervisor conducting a formal line inspection should give commands to the members to line up, stand in formation throughout the inspection, and be dismissed once the inspection is complete.
- B. The supervisor shall inspect each member's overall appearance and equipment carried (e.g., handcuffs, baton, radio).
- C. Supervisors of sworn members who wear the Class C or Class D Uniform are responsible for the inspection of the member's Class B uniform and uniform-related equipment during each formal line inspection.

### **V. FORMAL LINE INSPECTION – HANDGUNS**

- A. Due to safety issues involved with handgun inspections, the supervisor shall ensure only one handgun at a time is inspected.
- B. All handgun inspections shall be conducted in front of the clearing barrel in the Patrol Operations check-on room or other designated location.

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- C. The supervisor shall ensure handguns are inspected as follows:
1. The supervisor shall stand next to the member, on their handgun side.
  2. The member shall remove the magazine from the holstered handgun.
  3. The member shall deactivate the retention mechanisms of the holster, draw the handgun from the holster with the index finger remaining outside the trigger guard, and extend the firearm into the clearing barrel.
  4. The member shall grasp the rear of the slide and, while holding the handgun inside the clearing barrel, pull the slide to the rear allowing the chambered round to be extracted.
  5. The member shall lock back the slide and then give the handgun to the supervisor while pointing it in a direction away from any nearby person.
  6. The supervisor shall inspect the handgun, all magazines, and ammunition for cleanliness and to ensure:
    - a. The handgun is in basic proper working condition (i.e., slide moves smoothly, no obstruction in barrel), and
    - b. The ammunition is authorized and appropriate (e.g., ensuring there is no training ammunition in the magazines).
  7. After the handgun has been inspected, the supervisor shall return it to the member (with the slide locked back and pointed in a direction away from any nearby person).
  8. The member shall extend the handgun back into the opening of the clearing barrel, with the index finger outside the trigger guard, insert a magazine into the handgun, release the slide so that a round is chambered, and holster the handgun.
  9. With the handgun still holstered, the round that was ejected shall be placed back into the handgun by:
    - a. Taking the magazine out of the handgun,

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- b. Inserting the round into the magazine, and
- c. Replacing the magazine into the handgun.

### **VI. FORMAL LINE INSPECTION – SHOULDER FIREARMS**

- A. Members bringing shoulder firearms into the police building for inspection shall carry the firearms in the manner described in the “Firearms Safety and Security” section of General Order 70 (Firearms/Less-lethal Firearms).
- B. Due to safety issues involved with shoulder firearms inspections, the supervisor shall ensure only one shoulder firearm at a time is inspected.
- C. Prior to inspecting a shotgun, supervisors shall ensure:
  - 1. The inspection of the shotgun occurs in a designated safe area at the Department or other appropriate location.
  - 2. The action is open, the safety is engaged, and the chamber and magazine are empty of all ammunition.
- D. Prior to inspecting a rifle, supervisors shall ensure:
  - 1. The inspection of the rifle occurs in a designated safe area at the Department or other appropriate location.
  - 2. The action is open, the safety is engaged, the chamber is empty of all ammunition, and the magazine has been removed from the rifle.
- E. The supervisor shall inspect the shoulder firearm (and if a rifle, the magazines) for cleanliness and to ensure:
  - 1. It is in basic proper working condition (i.e., forearm/charging handle moves smoothly, no obstruction in barrel), and
  - 2. The ammunition is authorized and appropriate.

### **VII. FORMAL LINE INSPECTION – VEHICLE & RELATED EQUIPMENT**

- A. Supervisors inspecting vehicles and related equipment shall, at a minimum, ensure the member’s vehicle is:

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1. Being maintained in a state of operational readiness (e.g., appropriate tire tread, operational vehicle lights and directional signals, functional emergency lights, siren and PA system).
  2. Reasonably clean (interior and exterior) and free of previously unreported damage, and
  3. Free of any unauthorized accessories, alterations, decals, stickers, magnets, or front bumper novelty tags as described in General Order 66 (Vehicle Assignment and Operations).
- B. When the vehicle is a marked patrol vehicle, supervisors are also responsible for inspecting:
1. For the presence of certain other required equipment as outlined in General Order 66 (e.g., traffic cones, charged fire extinguisher),
  2. The prisoner containment compartment to ensure it is free of debris and its safety modifications are intact, and
  3. Other equipment such as Mobile Data Computers, speed measuring devices, and electronic UTC printers to ensure they are properly cared for, functional, and accessible.

### **VIII. LINE INSPECTION FORM, DEFICIENCIES AND CORRECTIONS**

- A. The Line Inspection Form (PD 242) is required to document each formal line inspection.
- B. Supervisors conducting formal line inspections are responsible for completing the PD 242 contemporaneous to the inspection, and shall:
1. Note all applicable information and any deficiency for each member inspected and themselves,
  2. If applicable, ensure members are aware of any deficiency or the need for additional information to complete the PD 242,
  3. Promptly make the appropriate bureau lieutenant aware of any deficiency affecting the operational readiness of a member, and
  4. E-mail a copy of the PD 242 to the lieutenant.
- C. The bureau lieutenant is responsible for ensuring:

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1. The PD 242 is complete and an accurate representation of the line inspection,
  2. Deficiencies are addressed as described in subsection D below, and
  3. A copy of the PD 242 is e-mailed to the Accreditation and Inspection Unit by the 30<sup>th</sup> day of the month of when the inspection occurred (“TPD Staff Inspection” or [Staff.Inspection@talgov.com](mailto:Staff.Inspection@talgov.com)).
- D. Any deficiency noted during a formal line inspection shall be corrected within two working days of the inspection.
1. The responsibility for correcting a deficiency rests with the member.
  2. The member’s supervisor is responsible for assisting the member as needed in facilitating the repair or replacement of defective Department-issued apparel or equipment.
  3. If the deficiency cannot be corrected within two working days, the member and/or supervisor shall inform their lieutenant of the delay and seek guidance on further action.
  4. Failure to properly address or correct a noted deficiency may result in remedial training, counseling and/or progressive discipline.

### **IX. ACCREDITATION & INSPECTION UNIT RESPONSIBILITIES**

- A. The OPS Commander is responsible for designating a staff inspector to review, collate and store each PD 242 submitted to the Accreditation and Inspection Unit.
- B. The designated staff inspector is responsible for adhering to the protocols of AIU-1 (Unit Structure and Responsibilities) in their management of the line inspection process.

History: issued 07/15/1985, revised 10/01/2001, 04/08/2004, and 09/22/2015.